



# Checklist for Financing Equipment

Booklet and forms in Word format are available at website: [www.tre.wa.gov](http://www.tre.wa.gov)

- 1) Notify County Treasurer, if applicable ..... ☐
- 2) Submit **Notice of Intent** ..... ☐
- 3) Receive acknowledgment of Notice of Intent ..... ☐
- 4) Complete **Credit Form**, if applicable ..... ☐
- 5) Receive credit approval ..... ☐
- 6) Provide the following signed agency documents prior to the cut-off date:
  - Reimbursement Resolution** ..... ☐
  - Authorizing Resolution** or, for cities, **Ordinance** ..... ☐
  - Certificate of Authorizing Resolution or Ordinance** ..... ☐
  - Certificate Designating Authorized Agency Representatives** ..... ☐
  - Personal Property Certificate** ..... ☐
  - Local Agency Financing Contract Personal Property** ..... ☐
  - Opinion of Local Agency Counsel** ..... ☐
  - Tax Certificate** ..... ☐
  - Evidence of Incumbency** ..... ☐
- 7) Provide the following items:
  - After equipment is received and accepted, provide copy of vendor invoices when seeking payment ..... ☐
  - Evidence of personal property insurance..... ☐

**Remember: All completed documentation must be provided to the Office of the State Treasurer by the cutoff date to be included in the next financing.**

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